



First Aid and Accident Policy

Introduction

Warton Nethersole's CE Primary School aims to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities. Responsibility for first aid at Warton Nethersole's is held by the Head Teacher but supported by other members of staff who have received Paediatric and Emergency First Aid training. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors.
- Ensure the First Aid Needs Assessment is carried out.
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety.
- Ensure we provide suitable facilities and equipment to provide First Aid in school.
- Provide a framework for responding to an incident and recording and reporting the outcomes.

Legislation and Guidance

This policy is based on the [Early Adopter Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records.
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils.



Roles and Responsibilities

Appointed person(s) and first aiders

The school's appointed persons are Emily Baker and Gail Bostock.

They are responsible for:

- Taking charge when someone is injured or becomes ill.
- Carrying out a weekly check of First Aid supplies.
- Regularly checking the First Aid records books to ensure good practice.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Sending pupils home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable and giving this to the office to go on to Evolve.
- Keeping their contact details up to date.

Our school's appointed persons and first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

The Local Academy Board

The Local Academy Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Head Teacher and staff members.

The Head Teacher

The Head Teacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and trained first aid personnel are present in the school at all times.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the HSE when necessary.



Warton Nethersole's CE Primary School

Phone: 01827 894182 Email: admin@warton.heartwoodmat.co.uk

Date Ratified by Govs: June 2023

Date for Revision: June 2026

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in school are.
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider/appointed person is not called.
- Informing the headteacher or their manager of any specific health conditions or first aid needs.

Designated First Aiders

Designated First Aiders are responsible for:

- Responding promptly when an incident has occurred.
- Reporting the accident appropriately.
- Checking for medical conditions / allergies against children's records when necessary.
- Ensuring that religious requirements are adhered to when necessary.
- Ensuring there is another member of staff present if a child requires examination.
- Keeping the child at the centre of any care given remembering our school values.

Office Staff

Are responsible for sending first aid notices home via Evolve.

First aid procedures

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives.
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the Office staff will contact parents immediately.
- The first aider/relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury and hand this to the child and the office.
- A member of office staff will log the incident on Evolve and a notification will go home to parents.

Head Teacher Signature:

LAB Chair Signature:

Date: 23.03.2021



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- There will be a trained FAW staff member on site during the school day.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone with the school telephone number saved as a contact.
- A portable first aid kit.
- Information about the specific medical needs of pupils.

Risk assessments will be completed by the Class Teacher/Educational Visits Lead prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on EYFS and KS1 school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

Prevention

- If an area is deemed unsafe due to broken and/or hazardous resources this must be reported to the caretaker as soon as is reasonably possible.
- Staff should intervene if a pupil is displaying unsafe behaviours towards themselves or others.
- Staff will ensure appropriate supervision is given to the children in our care at all times.
- Staff will follow risk assessments at all times.

First aid equipment

We will ensure that first aid equipment in school complies with BS8599-1:2019 standard as a low risk medium size establishment. The checklist for this can be found in appendix 3 and will be checked regularly by the appointed persons. In addition to the main first aid kit we will have separate kits for off site visits and will have 3 fully stocked and in school at all times. These will also be checked by our appointed persons using appendix 4.

No medication is kept in first aid kits. Inhalers and epi-pens are kept in the school office; they are named and kept securely.

First aid kits are stored in:

- The school hall
- The Nursery building

Record-keeping and reporting

First aid and accident record book

- An accident form will be completed by the first aider/relevant member of staff on the same day or as soon as possible after an incident resulting in an injury.

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- The accident form will be passed to the child or their parent/carer to take home that day.
- All accidents will also be logged on Evolve where a notification will be sent to parents.
- The accident form will be signed by the member of staff in charge of the child following the incident so that they can oversee their recovery and seek further first aid if required.
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2.
- If children have a head injury or a significant injury with swelling, bruising or sustained pain or discomfort, parents will be contacted via telephone ASAP with advice from the First Aider.
- A copy of the accident report form will also be added to the record book by the Office Staff.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

The Office Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Office Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations.
 - Any injury likely to lead to permanent loss of sight or reduction in sight.
 - Any crush injury to the head or torso causing damage to the brain or internal organs.
 - Serious burns (including scalding).
 - Any scalping requiring hospital treatment.
 - Any loss of consciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).
- Where an accident leads to someone being taken to hospital.
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment.

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- o The accidental release of a biological agent likely to cause severe human illness.
- o The accidental release or escape of any substance that may cause a serious injury or damage to health.
- o An electrical short circuit or overload causing a fire or explosion.

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR report - RIDDOR - HSE](#)

Notifying parents

Parents will be informed of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable via Evolve.

Reporting to Ofsted and child protection agencies

The Head teacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident. The Head teacher will also notify MASH of any serious accident or injury to, or the death of, a pupil while in the school's care.

Training

All school staff are able to undertake first aid training if they would like to. All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3). Staff are encouraged to renew their first aid training when it is no longer valid. At all times, at least 1 Nursery staff member and 1 Reception staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years. We will also endeavour to have a member of staff trained in First Aid at Work during the school day.

Monitoring arrangements

This policy will be reviewed by the SLT every year. At every review, the policy will be approved by the LAB.

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LAB Chair Signature:

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APPENDIX 1 : List of appointed persons for first aid and trained first aiders

Staff member's name	Role	Qualification
Julie Baker	Wrap Around Lead	PFA
Emily Baker	Teaching Assistant	PFA
Sarah Maker	Teaching Assistant	PFA
Paula Miller	Nursery Practitioner	PFA
Gail Bostock	Teaching Assistant	PFA
Tracy Berry	Teaching Assistant	PFA
Claire Sutton	Administrator	PFA
Jenny Gilbert	Lunchtime Supervisor	PFA
Rebecca Darkes	Teaching Assistant	PFA

Head Teacher Signature:

LAB Chair Signature:

Date: 23.03.2021



APPENDIX 2: Accident Report Form

ACCIDENT / INCIDENT

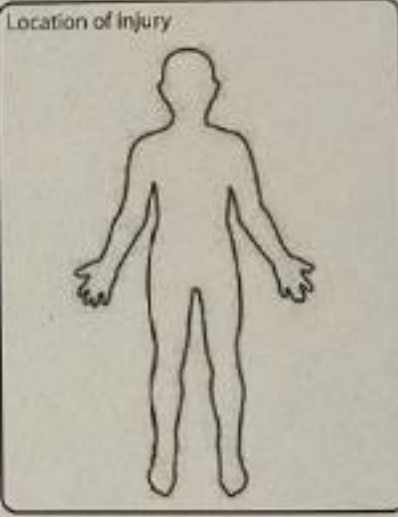
DATE: _____ NO: _____

*I have had an **accident / incident** today*

Dear Parent / Carer

Childs Name:	Year Group:
Location of accident/incident:	
Today your child has had an accident/incident at	a.m. / p.m.

We have kept an eye on him/her and he/she appears to be ok.

He/she has had a:	Location of injury 
Bump <input type="checkbox"/> Cut <input type="checkbox"/>	
Bruise <input type="checkbox"/> Graze <input type="checkbox"/>	
Other: (please specify)	

First aid administered:
Antiseptic Wipe <input type="checkbox"/> Plaster <input type="checkbox"/>
Ice Pack <input type="checkbox"/> Observation <input type="checkbox"/>
Other: (please specify)

Any additional information: (if relevant)

Parent / Carer informed at:	(time). By telephone / in person
First aid administered by:	teaching staff / dinner staff
Accident book completed by:	teaching staff /dinner staff
Receiving teacher:	

Signature of Lead First Aider:	Time:
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Head Teacher Signature:

LAB Chair Signature:

Date: 23.03.2021



Appendix 3 Template First Aid Cupboard Content Check List

Compliant to The British Standard 8599-1:2019 for a Low Risk Medium Kit Requirement													
Item H-Hall N-Nursery	Min .No												
		H	N	H	N	H	N	H	N	H	N	H	N
F/A guidance leaflet	1												
Medium sterile dressing	4												
Large sterile dressing	3												
Triangular dressing	3												
No 16 Sterile Eye Pad	3												
Adhesive dressings	60												
Sterile wet wipe	30												
Microporous tape	2												
Nitrile gloves - pair	9												
Face shield	1												
Foil blanket	2												
Burn dressing 10 x 10cm	2												
Clothing shears	1												
Conforming bandage	2												
Finger dressing	3												
Tissue Packets	Na												
Gauze Swabs	Na												

Appendix 4 First Aid Contents for Offsite Visits First Aid Kit

Item	Amount
HSE Leaflet with first Aid Advice	1
Individually wrapped sterile adhesive dressings	6
Large Sterile Unmedicated Wound Dressing (18cm ²)	1
Triangular Bandages	2
Safety Pins	2
Individually Wrapped Moist Cleansing Wipes	4
Disposable Gloves	1
Vomit Bags	2
Clinical Waste Bag	1
Micropore Tape	1
Crepe Bandage	1

Head Teacher Signature:

LAB Chair Signature:

Date: 23.03.2021



Appendix 5 First Aid Needs Risk Assessment 2017 (Based on DfE Guidance on First Aid for Schools)

Points for consideration:	Comment:
<p>1. What size is the school and is it on split sites and/or levels? <i>The governing body/head teacher need to consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to provide adequate cover on each floor on a split-level site and outlying buildings, and on each site of a split-site school.</i></p>	<p>WN is based in one main building with a separate nursery and both are single level. There are up to approximately 25 members of employed staff and 170 pupils on site at any time.</p>
<p>2. Location of school <i>Is it remote from emergency services? It is good practice to inform the local emergency services, in writing, of the school's location (giving Ordinance Survey grid references, if necessary) and any particular circumstances that may affect access to the school. If the school has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.</i></p>	<p>The school's entrance is well signposted and emergency services can access the school directly via the driveway. Emergency services can pull up on the ground near to the entrance and onto the playground if required and use the intercom to speak directly to staff. The nursery has a direct access separate driveway.</p>
<p>3. Are there any specific hazards or risks on the site? <i>For example, hazardous substances, dangerous tools and machinery. Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.</i></p>	<p>There are no unusual or unexpected hazards on site at the present time.</p>
<p>4. Specific needs <i>Are there staff or pupils with special health needs or disabilities? What age range does the school cater for? Different first-aid procedures may apply to pupils in primary and secondary schools. For example, the age of pupils may affect the type of first-aid procedures required, such as resuscitation techniques. First-aid training organisations can provide advice on training for first-aid personnel in schools.</i></p>	<p>All pupils are aged between 2-11 and pupils with specific needs have 1:1 staff to support their provision in school. Where pupils have medical needs such as severe allergies or diabetes, named staff will be trained for the specific condition.</p>
<p>5. Accident statistics <i>Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.</i></p>	<p>The folder containing our incident sheets highlights that the most common accidents take place on the playground at lunchtime through slips, trips or falls. There is always at least one qualified first aider in school and/or nursery and there are clear procedures in place for managing these incidents.</p>
<p>6. How many first-aid personnel are required? <i>There are no rules on exact numbers. Employers have to make a judgement based on their own circumstances and a suitable and sufficient risk assessment. Governing bodies/head teachers should consider the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel.</i></p>	<p>WN ensures that at least 5 members of staff covering Nursery, Reception, KS1 and KS2 as well as wraparound care are first aid trained. At any given time we will endeavour to have 1 member of paediatric and first aid at work trained staff on site during the school day. Usually there will be at least 3 trained members of staff on site. It would be an extreme circumstance to have nobody available to deliver first aid. In the incredibly unlikely instance where this was the case, we would risk assess whether the school can remain open while liaising with our closest school 'The Nethersole School' and ask for their support with any first aid issues that arise.</p>
<p>7. Selection of first aiders <i>Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a voluntary basis. When selecting first aiders, governing bodies/head teachers should consider the individual's: reliability and communication skills; aptitude and ability to absorb new knowledge and learn new skills; ability to cope with stressful and physically demanding emergency procedures; normal duties. A first aider must be able to leave to go immediately to an emergency.</i></p>	
<p>8. Contacting first-aid personnel <i>Do all school staff know how to contact a first aider? Are there agreed procedures in place if an emergency occurs in an isolated area eg on the playing field? Governing bodies/head teachers should consider how best to let everyone know the school's first-aid arrangements. Procedures need to be in place that are known, understood and accepted by all. Information should be given about the location of first-aid equipment, facilities and personnel. First-aid notices should be displayed which are clear and easily understood by all.</i></p>	<p>All staff know that first aid provision is provided by the TA team and we have a board outside the office with their information on as well as where to find first aid equipment. Through wraparound we have a paediatric first aider on site from 7.30-5pm each day.</p>
<p>9. Is it sufficient only to have an appointed person? <i>The governing body or head teacher may decide, on the basis of the risk assessment of their first-aid needs, that a first aider is not necessary, although this is unusual. The minimum requirement is that an appointed person must take charge of the firstaid arrangements. The school's assessment should identify the number of appointed persons needed. Arrangements should be made to ensure that this cover is available at all times while people are on school premises.</i></p>	<p>As WN we have 3 appointed first aiders who oversee First Aid throughout the school in Nursery, EYFS/KS1 and KS2.</p>

Provisions Required	Number	Location
a. First Aid boxes needed?	Cupboard x1 Bags for visits x3	First Aid drawers in the hall.
b. First Aid room needed?	Yes x1	Currently being created within the main school building.
c. First Aiders (FAW) needed?	Yes x1	Yes there are two on our staff and they are contactable throughout the day.
d. Appointed Persons (EFAW) needed?	No	

Reviewed By: Susan Friend and Appointed Persons (HD/EB/GB)

Head Teacher Signature:  LAB Chair Signature:  Date: 23.03.2021